



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-6300

Canc frp: Feb 94
IN REPLY REFER TO
BUMEDNOTE 6220
BUMED-245
9 Feb 93

BUMED NOTICE 6220

From: Chief, Bureau of Medicine and Surgery
To: Ships and Stations Having Medical Department Personnel

Subj: ROSTER FOR SUBMITTING BLOOD SAMPLES FOR HUMAN IMMUNO-
DEFICIENCY VIRUS (HIV) TESTING

Ref: (a) SECNAVINST 5300.30C
(b) OPNAVNOTE 5218, Subj: DON Implementation of U.S.
Postal Service Automated Compatible Addresses on
Official Mail of 11 Oct 91 (Canc frp: Sep 92)

Encl: (1) NAVMED 6000/3 (10-92), Roster for HIV Antibody
Testing

1. Purpose. To provide guidance for completing and submitting the roster for blood samples of Navy and Marine Corps members and other beneficiaries needing HIV testing.

2. Background. Reference (a) directed the Bureau of Medicine and Surgery (BUMED) to implement and manage the Navy and Marine Corps HIV antibody testing program. Blood samples for HIV antibody testing are submitted through designated Navy medical treatment facilities (MTFs) to a Navy contractor for full-service testing. A completely filled-out Roster for HIV Antibody Testing, enclosure (1), must accompany all samples to properly identify all beneficiaries being tested and to assure that the results are rapidly returned to the submitting activity and recorded in the Department of Defense (DoD) databases. A separate and distinct Roster is available to Navy and Marine Corps recruit processing activities to accommodate their specific administrative procedures.

3. Action. All submitting activities are required to complete the roster to preclude errors and misidentification. Rosters must be typewritten on enclosure (1) or be computer generated to produce a roster with the same information in similar blocks and locations on the page.

a. File and Roster Identification (ID) Block. Must consist of up to 12 characters containing, at a minimum, the submitting activity UIC/RUC, last two digits of the current calendar year, and up to five consecutively numbered digits. Multiple submission sites within one submitting activity may need to develop unique identifiers to minimize duplicate file or roster IDs. (Example: 00168-92-00001 or 00168-92-A0001 (e.g., A is NMCL White Oak.))

b. Submitting Command Address Block. Enter the activity UIC/RUC and a complete mailing address, including complete command name (abbreviations discouraged), building number, street address, and zip code plus four for the submitting command. Address format must comply with reference (b).

c. Date Drawn Block. Date samples collected by the submitting activity, month/day/year (example: 09/16/92).

d. Roster Verification Block. Type or stamp the name of the person who is appointed by the appropriate authority to verify the roster. This person must initial beside his or her name. Provide the DSN and commercial telephone numbers. (This individual is not authorized to verify a roster containing his or her name.) Also include the submitting command designated HIV point of contact (POC): name, grade or rate, telephone number, and FAX number, if available.

e. Date Received at MTF Block. Date samples received by MTF transshipment laboratory, month/day/year (example: 09/16/92).

f. Family Member Prefix (FMP) and Social Security Number (SSN) Block. Enter the 2-digit FMP from table listed on the reverse side of the roster. Enter the individual's complete 9-digit SSN from the identification card, medical record, or activity request chit.

g. Name Block. Type the individual's full last name and first initial.

h. Date of Birth Block. Enter the individual's date of birth, month/day/year (example: 09/16/62).

i. Duty Code Block. Enter the appropriate alpha/numeric duty code from table listed on the reverse side of the roster.

j. Source of Test Code Block. Enter the appropriate code from table listed on the reverse side of the roster.

k. Specimen Number Block. MTF USE ONLY. The MTF transshipment laboratory must place a barcode label within the indicated brackets on the roster form and the corresponding barcode on the transfer tube containing serum on the same individual. Barcode placement on the roster and tube must follow contractor instructions.

l. Shipping Date Block. Date MTF shipped samples to contractor facility, month/day/year (example: 09/16/92).

m. Shipping Official Block. Name of individual (MTF) responsible for labeling and packaging the samples for contractor pickup.

4. Form. NAVMED 6000/3 (10-92), Roster for HIV Antibody Testing, is authorized for local reproduction or through designated support MTF. The Roster for HIV Antibody Testing Format (6-89) is obsolete.

5. Cancellation Contingency. Retain until superseded or incorporated into other guidance.


D. F. HAGEN

ROSTER FOR HIV ANTIBODY TESTING

All SSN, Name, and DOB on Roster Must Be Verified From Military Identification Card!

FILE/ROSTER ID: _____

Submitting Command Address (UIC/RUC: _____)

DATE DRAWN: / /
Month Day Year

Submitting Command
HIVPOC: _____

DATE REC'D MTF: / /
Month Day Year

Printed Name		Phone/FAX	
FOSTER Verified by: _____		_____	
Printed Name		Phone/FAX	

[illegible]

SHIPPING DATE	
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SHIPPING OFFICIAL

CONTRACT OFFICIAL

DATE _____

Relationship to SponsorFamily Member Prefix (FMP) CodeSource of Test Code

Sponsor (active duty, retired and reserve uniformed services personnel: Army, Navy, Air Force, Marine Corps, Coast Guard, Public Health Service and National Oceanic and Atmospheric Administration).
Civil Service Personnel
Sponsor's Current Spouse
Sponsor's Oldest Child (including Stepchild)
Sponsor's Next to Oldest Child
Sponsor's Third Oldest Child, etc.
Sponsor's Eligible Former Spouses
Sponsor's Dependent Mother/Stepmother
Sponsor's Dependent Father/Stepfather
Sponsor's Dependent Mother-in-Law
Sponsor's Dependent Father-in-Law
Other Authorized Sponsor's Dependents
Children of Dependents
Civilians, Indigent & Non-Indigent

20

30

01

02

03, 04, etc.

31, 32, etc.

40

45

50

55

60, 61, etc.

90-95

98

A - Alcohol and Drug Rehabilitation
B - Blood Donor
C - Referred HIV Contact
D - Deceased (whether DOA or dying in ER)
E - MEPCOM
F - General Force Testing
G - BUMED use only
I - Clinically Indicated
J - Prisoners or Detained Persons
M - Medical Admission (including psychiatric)
O - OB Clinic
P - Physical Examination
Q - Evaluation Unit Patient
R - Requested by Individual
S - Surgical Admission (including invasive procedures and trauma patients from ER)
V - Sexually Transmitted Disease (STD) Visit
W - Double ELISA Positive Inhouse Blood Bank
X - Any Other Code
Z - Double ELISA Positive Inhouse Clinical

PAT/CAT DUTY CODE (BUMEDINST 6300.3C)USN

N11 ACDU-N
N12 ACDUTRA-N
N13 RECRUTTS-N
N14 ACADEMY-MIDSHIPMEN
N21 RET-ACDUTRA/ROTC-N
N22 INACDUTRA-N
N26 APPLICANTS-ENLISTMENT
N27 EX-MIL MATERNITY-N
N28 EX-MIL, DEPENDENTS OF-N
N31 RET-NAVAL HOME-LOS-N
N32 RET-NAV-PDRL
N33 RET-NAV-TDRL
N41 DEP-ACDU-N
N43 DEP-RET-N
N45 DEP-ACDU-DEC-N
N47 DEP-RET-DEC-N
N48 UNMARRIED FORMER SPOUSE

USMC

M11 ACDU-MC
M12 ACDUTRA-MC
M13 RECRUTTS-MC
M22 INACDUTRA-MC
M26 APPLICANTS-ENLISTMENT
M27 EX-MIL MATERNITY-MC
M28 EX-MIL, DEPENDENTS OF-MC
M31 RET-MC-LOS
M32 RET-MC-PDRL
M33 RET-MC-TDRL
M41 DEP-ACDU-MC
M43 DEP-RET-MC
M45 DEP-ACDU-MC
M47 DEP-RET-DEC-MC
M48 UNMARRIED FORMER SPOUSE

USA

A11 ACDU-A
A12 ACDUTRA-A
A13 RECRUTTS-A
A14 CADETS-A-ACADEMY
A15 ACDU-A-NATL-GUARD
A21 RET-ACDUTRA/ROTC-A
A22 INACDUTRA-A
A23 INACDUTRA-A-NATL-GUARD
A26 APPLICANTS-ENLISTMENT-A
A27 EX-MIL MATERNITY-A
A28 EX-MIL, DEPENDENTS OF-A
A31 RET-A-LOS
A32 RET-A-PDRL
A33 RET-A-TDRL
A41 DEP-ACDU-A
A43 DEP-RET-A
A45 DEP-ACDU-DEC-A
A47 DEP-RET-DEC-A
A48 UNMARRIED FORMER SPOUSE

USAF

F11 ACDU-AP
F12 ACDUTRA-AP
F13 RECRUTTS-AP
F14 CADETS-AP-ACADEMY
F15 ACDU-AP-NATL GUARD
F21 ACDUTRA/ROTC-AP
F22 INACDUTRA-AP
F23 INACDUTRA AP-NATL GUARD
F26 APPLICANTS-ENLISTMENT-AP
F27 EX-MIL MATERNITY-AP
F28 EX-MIL, DEPENDENTS OF-AP
F31 RET-AP-LOS
F32 RET-AP-PDRL
F33 RET-AP-TDRL
F41 DEP-ACDU-AP
F43 DEP-RET-AP
F45 DEP-ACDU-DEC-AP
F47 DEP-RET-DEC-AP
F48 UNMARRIED FORMER SPOUSE

USCG

C11 ACDU-CG
C12 ACDUTRA-CG
C13 RECRUTTS-CG
C14 CADETS-CG-ACADEMY
C21 RET-ACDUTRA/ROTC
C22 INACDUTRA-CG
C26 APPLICANTS-ENLISTMENT
C27 EX-MIL MATERNITY-CG
C28 EX-MIL, DEPENDENTS OF-CG
C31 RET-CG-LOS
C32 RET-CG-PDRL
C33 RET-CG-TDRL
C41 DEP-ACDU-CG
C43 DEP-RET-CG
C45 DEP-ACDU-DEC-CG
C47 DEP-RET-DEC-CG
C48 UNMARRIED FORMER SPOUSE

NOAA

B11 ACDU-NOAA
B31 RET-NOAA-LOS
B32 RET-NOAA-PDRL
B33 RET-NOAA-TDRL
B41 DEP-ACDU-NOAA
B43 DEP-RET-NOAA
B45 DEP-ACDU-DEC-NOAA
B47 DEP-RET-DEC-NOAA
B48 UNMARRIED FORMER SPOUSE

PUBLIC HEALTH

P11 ACDU-PHS
P12 ACDUTRA-PHS
P22 INACDUTRA-P
P31 RET-PHS-LOS
P32 RET-PHS-PDRL
P33 RET-PHS-TDRL

P41 DEP-ACDU-PHS
P43 RET-PHS
P45 ACDU-DEC-PHS
P47 RET-DEC-PHS
P48 UNMARRIED FORMER SPOUSE

OTHER ELIGIBLES

K51 CTV EMP-STATE DPT OCON
K52 DEP-CTV EMP ST DPT OCON
K53 CTV EMP-FED AGENCIES/PBI
K54 DEP-CTV EMP-FED AGENCIES
K55 CTV EMP-DOD REMOTE AREA
K57 CTV EMP-DOD OCC. HEALTH
K58 CTV EMP-DIS. RET EXAM
K59 CTV EMP-OTHERS-MSC

K61 CTV VETERANS ADMINISTRATION
K62 OFFICE OF WORK. COMP.
K63 NAVAL HOME NOT RETIRED
K64 SOCIAL SECURITY
K65 CON EMP/FOREIGN CTV-PP
K66 FEDERAL PRISONER
K67 ALL INDIANS
K68 PHS BEN NOT U.S. UNI. SER.

K69 AM RED CROSS EMP & DEP
K71 NATO/NON-NATO PERS-FMS-DMET
K72 NATO ACDU
K73 DEP OF NATO ACDU
K74 NON-NATO ACDU
K75 DEP OF NON-NATO ACDU
K77 DEP OF FOREIGN CIVILIANS
K78 POW

K81 SEC DEP DESIGNEES
K82 SEC ARMY DESIGNEES
K83 SEC NAV-POR MIL-FED AGENCIES
K84 SEC AIR FORCE DESIGNEES
K91 CTV-INDIGENT & NON-INDIGENT
K99 CHILD. OF DEP. DAUGHTERS